# Purpose Scope Objective:

The purpose of this document is to provide guidance on the role and responsibilities of the position of Chapter Past President for current and future Chapter Executive Committee members.

# Roles and Responsibilities:

The primary role of the Past President is to chair the Nominations and Elections Committee to identify and select qualified candidates for election to serve on the Executive Committee.

The Past President is a voting member of the Executive committee and should attend all scheduled meetings of the Executive committee, providing guidance based on the knowledge and experience gained from previous positions on the Executive Committee.

# Nominations and Election Committee Procedures:

The Past President will serve as the Chair person for the Nominations and Elections Committee that is formed each year by the President. Selection of the Committee Members shall be completed no later than the first Executive Committee meeting of each calendar year and duly recorded.

This committee will consist of members as described in the Chapter Bylaws. The members prescribed by the current Bylaws are:

1. The Committee will consist of at least three members but not more than five members
2. The most immediate Past President available will Chair the Committee
3. The President-Elect will serve as one member
4. The Chapter President will nominate one member
5. The remainder of the Committee will be selected by the Committee Chair

The Committee will identify Chapter members who the Committee believes are interested in and will perform the function of the positions for which they intend to nominate them. The full Nominations and Election Committee must approve the slate of officer candidates.

The Past President will ensure that all dates, per the by-laws are met for distributing the slate of candidates for each office with their qualifications, currently 30 days before election, using various media (e.g. newsletter, web-site, chapter meeting announcement, e-mail distribution).

The Past President will preside over the election process.

1. Elections will be held at the May general membership meeting. If there is more than one candidate for any office, election shall be by secret ballot (written or electronic). If there is only one candidate for an office, election may be by voice vote.
2. If no quorum is achieved by attendance at the May meeting, electronic ballot will be sent to the Chapter Members and a return of at least 40 votes or 20% of the Chapter membership is required.
3. The ballot process should take less than 30 days with at least 15 days as a minimal period for response from the members and shall provide for an anonymous voter response
4. The Past President will send the names of the newly elected Chapter officers to Society.

The Past President will recognize other committee members by writing a short letter of appreciation for each member of the Nominations & Elections Committee upon completion of developing a full slate of candidates.

# Resources:

Society Website – Officer Central

Succession Planning Tool

Society Staff

The Chapter Bylaws

List of potential Candidates

Current Chapter Roster

The Chapter Newsletter

Nominations & Elections Committee

SJSOGs

# Continuous Improvement:

This document will be updated annually by the Past President and submitted to Executive Committee at the annual transition meeting.